

SUBJECT: BRANCH LIBRARY MEETING ROOMS

I. POLICY

The primary purpose of the meeting rooms in the branches of the San Antonio Public Library is to provide a facility for group presentations about the library and what it has to offer. This includes programs about library materials such as children's storytimes or opportunities to learn and improve reading skills.

The secondary purpose of the meeting rooms is to accommodate a wide variety of programs for the public that will bring people into the branch and encourage them to think of the library as a community information center.

Use of the branch library meeting rooms will be in accordance with the Library Bill of Rights which states in Article 6, "As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public."

Any group may have the privilege of using a meeting room in a branch of the San Antonio Public Library. Three categories of meeting room use are recognized. These are:

- 1) use by the library for a library program, library staff meeting or library training session;
- 2) use by any other City department;
- 3) use by any other agency, organization, company, individual or public use group.

The branch manager may choose to co-sponsor a program being offered by an organization if the purposes of the program are closely aligned to those of the library. A co-sponsored program will be a program developed and offered by the organization to bring information on a topic to the public. No fee will be charged for the use of the meeting rooms for co-sponsored programs, and they will not be subject to the five-week limit on scheduling. They may be advertised through the San Antonio Public Library Information Office and may appear in the monthly Calendar of Events issued by the Library.

II. REGULATIONS

- A. Meeting rooms will be available for public use only during the hours the branch is open to the public. Exceptions to this regulation can be made by the Library Director or his/her designee.

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- B. Application for public use of a branch meeting rooms is acceptable no more than five weeks in advance of intended use. See Attachment A.
- C. Room reservations will be taken on a first come, first served basis. Although a booking may be taken by phone, the reservation is not considered confirmed until the user has paid the appropriate fee and the contract has been signed. A person who books by phone has until the library closes the following business day to pay the fees and sign the contract. A contract must be signed for each use. Applicants will be shown the meeting room and its furnishings at the time of the sign-up.
- D. Food and/or drink will be allowed only if prior permission is received from the agency administrator. Alcoholic beverages may only be served if prior authorization is received from the Library Director.
- E. Because meeting rooms are in close proximity to library reading areas, noise is expected to be kept to a minimum.
- F. The following charges shall be applied to organizations, groups or individuals using the meeting rooms. Rooms will be rented in hour increments only.
 - 1. Meetings rooms, Branch Libraries \$10.00 per hour (includes set up and clean up time)
- G. Each group must be responsible for any chair and table set up. Each group must provide its own audio visual equipment. The room must be left in the same condition in which it was found.
- H. Designated library staff will conduct a walk-through before and after each meeting. The person in charge of the meeting must report to the designated library staff member before set-up and also at the end of the meeting. Meetings must end 10 minutes before closing to allow for clean-up and walk-through.
- I. All meetings conducted by organizations or public groups must be open to the public. Any person desiring to attend a meeting may do so. Meeting room doors must remain unlocked during a meeting, and individuals must be allowed to enter or leave.
- J. Admission to all meetings in branch library meeting rooms must be free of charge. Request for donations may be made during a meeting, but attendance at the meeting must not be contingent upon a donation or fee.
- K. Items may be sold during a meeting, but attendance at the meeting must not be made contingent upon the purchase of an item or service.
- L. Equipment and supplies may not be stored in branch library meeting rooms for subsequent use.

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- M. Safety regulations must be followed. These include no smoking, not blocking exits, and adhering to the number of people allowed in the room according to the Fire Code.
- N. Handouts may only be distributed inside the room, immediately outside the meeting room or outside the library building.
- O. Publicity issued by the group should not imply that the library or the City of San Antonio is an event's co-sponsor.
- P. Groups not complying with the above regulations will not be allowed future use of the meeting rooms in any of the San Antonio Public Library facilities.

III. PROCEDURES

- A. Each branch will compile a meeting room notebook that contains a calendar, meeting room regulations, signed contracts and notations of any problems.
- B. Applicants will check with designated library staff and select an available date and time on the booking calendar. Although each branch should have a designated person who has the primary responsibility regarding booking the meeting room, sufficient staff should be knowledgeable so that reservations can be taken at any time.
- C. Applicants will be given the contract to read and sign. The original copy will be kept by the agency and the second copy will be given to the applicant.
- D. Fees will be collected for the number of hours the room is reserved. A receipt will be issued in accordance with standard procedures.
- E. If a meeting is canceled 24 hours or more before the scheduled meeting time, a refund will be made by the agency supervisor or
- E. If a meeting is canceled 24 hours or more before the scheduled meeting time, a refund will be made by the agency supervisor or Library's Fiscal Officer upon presentation of the applicant's copy of the contract and the original receipt. Request for refunds may be made by mail within 10 days of the cancellation. Refunds will not be made at the conclusion of a meeting if only a portion of the scheduled time was actually used.
- F. On meeting day, the group representative will check-in with the designated library staff member. The representative will be escorted to the meeting room for a check of the facility. After the meeting, the representative will report back for a walk-through of the facility. The library's copy of the contract will then be marked as satisfactory or not satisfactory.
- G. Users who have failed to observe branch library meeting room regulations will be reported to the library administration. If and when necessary, a list will be issued identifying the users

which have been barred from future meeting room use. This list is to be kept in the meeting room booking calendar in each agency.

- H. Statistical data on meeting room use is to be kept and submitted monthly on the appropriate forms.

Approved: Library Board of Trustees - April 27, 1994

Revised: December 1, 1995



June Garcia, Library Director

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SAN ANTONIO PUBLIC LIBRARY
CONTRACT FOR USE OF BRANCH LIBRARY MEETING ROOM

Name of Organization _____ Date: _____

Address: _____ Phone: _____

Name of individual signing contract: _____

Address: _____ Phone: _____

Date of meeting: _____ Time: from _____ to _____

Attendance expected: _____

I, _____, do agree to abide by the following regulations:

1. A use fee of \$10.00 per hour must be paid at the time of booking. Checks or money orders should be made out to the San Antonio Public Library. Costs are based on the current fee schedule established by the City Council, upon recommendation of the Library Board.
2. Food or beverages are allowed in the meeting rooms if prior approval is received from the agency administrator. Alcoholic beverages may be served if prior authorization is received from the Library Director.
3. The user will receive a full refund if cancellation notice is made 24 hours prior to scheduled use of the room. The contract and original receipt must be presented when requesting the refund.
4. Library staff will not handle, care for or act as custodian of any equipment or property belonging to the organization or its representatives. The library shall not be liable for any loss or damage to such property. The library will not store supplies for future meetings.
5. The library reserves the right to eject or cause to be ejected from the facilities any disorderly person or persons. Neither the City nor its employees shall be liable to users for any damages that may result from such action.
6. It will be the responsibility of the applicant to follow all applicable local, state and federal safety rules and regulations.
7. Any damage resulting from use of the facility shall be paid by the user.
8. User is responsible for setting up and leaving the room in the condition in which it was found, including disposal of any waste material in appropriate receptacles.

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9. Any person desiring to attend or participate in any meeting may do so. Meeting room doors must remain unlocked and meetings must remain open to the public.
10. No admission fees may be charged for a meeting held in a branch library meeting room.
11. Handouts may be distributed inside the meeting room, immediately outside the meeting room, or outside the branch library.
12. Groups not complying with the above regulations will not be allowed future use of any San Antonio Public Library meeting room.

I have seen the meeting room. I have read and agree to abide by the above meeting room regulations of the San Antonio Public Library.

SIGNATURE OF APPLICANT: _____ DATE: _____

For Library Use Only

Receipt # _____ Amount Paid: \$ _____

Date of meeting _____ Time: _____

Posted on meeting room calendar by: _____

Date: _____

Meeting room check: _____ Satisfactory _____ Not Satisfactory

Room check completed by: _____

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